

DELAWARE TRANSIT CORPORATION

POSTING NO. 033-2015

POSITION VACANCY POSTING

DATE OF POSTING December 8, 2014

CLOSING DATE December 15, 2014

**METHOD OF APPLICATION: COVER LETTER/RESUME**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **December 15, 2014**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 1174 JOB CODE #: 096

POSITION TITLE Transportation Stores Representative

PAY GRADE 6 PAY RATE \_\_\_\_\_ PAY RANGE \$23,986. - \$29,983.  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Finance  
SECTION Treasury

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CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C X

SCHEDULED HOURS 7:30 AM – 4:00 PM SCHEDULED DAYS Monday- Friday

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**SUMMARY OF POSITION:**

The Transportation Store Representative is responsible for providing schedule and fare information; selling SEPTA and stored value cards, reconciling their cash register monies/paperwork; reconciling overages/shortages; providing refunds, redemption reports, entitlement coupons; and schedule replenishment

**SEE PREFERRED QUALIFICATION  
ON SECOND PAGE**

## PREFERRED QUALIFICATIONS

Please address each Preferred Qualifications separately.

1. Experience in Customer Service.  
**(Applicant must detail all experience and training in customer service).**
2. Experience in cash handling and cash register.  
**(Applicant must detail all experience and training, in cash handling and cash register).**
3. Experience in applying general mathematical skills, schedules, and time tables.  
**(Applicant must detail all experience and training in applying general mathematical skills, schedules, and time tables).**

JOB DESCRIPTION: AVAILABLE THRU HR DEPT \_\_\_\_\_X\_\_\_\_\_

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EQUAL OPPORTUNITY EMPLOYER

**" Resume must specifically address each Preferred Qualification"**